

3 MAY 1977

MEMORANDUM FOR THE RECORD

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FROM: [REDACTED]

Secretary

SUBJECT: Minutes of the 28 April 1977 OTR Staff Meeting

1. The 28 April 1977 OTR Staff Meeting convened at 1400 hours and adjourned at 1540 hours.

2. Chief, CID, discussed the Foreign Cover Development Group. He described the background of the program and the reason for the recent name change. The Group has a large budget and staff. The training is tailored to the needs of each individual. Chief, CID, then outlined the problems which would arise if the ALT instructors were asked to become heavily involved in this training.

3. The DTR briefly discussed the Director's address in the Auditorium on 26 April. He noted that there seemed to be a consensus that the value of the appearance was questionable. The DD/OT stated that there is still apparent within the Agency a lack of communication from the top down, and the address may have been an attempt to redress this gap. The members agreed on this communication problem.

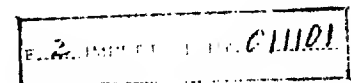
4. The DTR then addressed a series of points. He requested the members to reduce the length of memoranda prepared for the DCI. He reiterated his desire that Fitness Reports not contain references to the subject by first name. He commended the [REDACTED] for the extensive evaluations which are prepared on their students. He noted that he had issued a Notice recently on saving energy--it had worked for a few days, but it was not long before people were back to leaving lights and air conditioners on. He stressed the continuing need for attention to this problem. He announced that there will be a luncheon with Unit Chiefs in late May at Fort Myer; the Secretary will arrange this. He expressed his desire for another all-hands conference at [REDACTED] in the fall and tasked [REDACTED] with making the arrangements. He also requested that, when Units are charged with an action such as responding to a memorandum, the request should come back up with a note indicating who will be taking what action.

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5. The members discussed the OTR pending actions and raised questions about two entries; the Secretary will check on these. The DTR reported from the DDA morning meeting, and the members reported on the day's events.



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OTR STAFF MEETING

Thursday, 28 April 1977, 1400 hours

A G E N D A

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1. Training of the Clandestine Corps

2. The DCI's Address of 27 April 1977

Mr. Fitzwater

3. OTR Pending Actions

4. The Day's Events

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